



**Calvary**  
Child Development Center

# Financial Handbook 2022 – 2023

**Daycare & Preschool Programs  
August 2022 – August 2023 School Year**

*Published 1/18/2022*

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**CALVARY CHILD DEVELOPMENT CENTER**

*A Ministry of Calvary Church*

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CALVARYCDC.COM

# GENERAL INFORMATION

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**Calvary Child Development Center** is a non-profit ministry of Calvary Church. We strive to provide the highest quality Preschool and Daycare programs for children ages 18 months through five years. This publication covers the **TUITION AND FEES POLICIES AND PROCEDURES** for the Center.

## Overview

Welcome to the Calvary Child Development Center family! This handbook provides the financial information and policies for the Center, including tuition and fees rates for our **Preschool (pages 4–5)** and **Daycare (pages 6–7)** programs.

## Online Payments

All payments must be made using our secure online payment system, **HeadMaster Online**, at [calvarycdc.com/onlinepay](http://calvarycdc.com/onlinepay).

During enrollment, you will receive an email containing a link to your account via the **primary email address** on file in the CCDC billing system. This email will include a **username** and **password** for access to your account. Here you will make all payments and set up recurring tuition payments using your credit card or bank account information. Contact our Business Office at 704.887.3677 with questions.

## Annual Preschool/Daycare Tuition & Fees

All charges shall be due and payable in accordance with the terms and policies as stated in this **CCDC Financial Handbook**. **CCDC reserves the right to revise tuition and fee rates at any time.** Parents will be notified prior to rate increases.

## Enrollment Fee

The enrollment fee is to be paid at the time of enrollment. This fee is **NOT credited toward tuition** and is **non-refundable**.

## Health & Sanitation Fee

There is an **ANNUAL FEE** of **\$100 per Preschool child** and **\$120 per Daycare child** to help offset the expense of sanitizing our facility. This fee will be billed at enrollment; please pay through the online payment portal.

## Key Fobs

CCDC uses a secure entry system. Replacement fee for a lost key fob is \$25.

## Annual Enrollment Expectations

Students are expected to be enrolled for the entire school year. **Daycare** students are enrolled from August to August. **Preschool** students are enrolled for the school year as per the CCDC calendar (usually August–May). **You will be responsible for the entire tuition for the enrollment period.**

For your convenience, Preschool tuition is quoted on a ***per month, 10–payment schedule***. Daycare tuition is quoted on a ***per week, 52–payment schedule***.

## Withdrawals

Should you need to withdraw your student for any reason during the school year, a **written notice to the Business Office is required at least 30 days prior** to the withdrawal date. You are responsible for tuition and fees for 30 days beyond the date the Business Office receives notification, regardless of the child's last day in attendance.

## Delinquent Accounts

A student will not be permitted to continue or re-enroll in our program if any tuition, fees, or other charges are **delinquent—30 days past due**.

## Calendar & Holidays

Our programs operate according to the **CCDC School Year Calendar**. The calendar is included in the *CCDC Parent Handbook* and posted online at [calvarycdc.com/calendar](http://calvarycdc.com/calendar). Calendars are subject to change. Parents will be notified of revisions.

## Damage & Loss of Personal Items

CCDC is not financially responsible for damages to or loss of any personal property.

## Attendance & Center Closures

Tuition for our programs is **based on annual enrollment, NOT the number of days that a student attends** each week or month. No reductions or credits are given for **days a student misses FOR ANY REASON**, including but not limited to absence, illness, vacations, holidays, weather, family events, or emergencies.

**Should the Center close partially or fully** for COVID-related or other unscheduled reasons, the Business Office will notify affected families of any tuition considerations that may apply. In some instances, it may be necessary for full or partial tuition payment to continue to maintain student enrollment in the program.

# PRESCHOOL PROGRAMS

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## Preschool Hours

Preschool for Ages 2, 3, 4	9:00 AM–1:00 PM
Transitional Kindergarten (Half Day)	8:00 AM–1:00 PM
Kindergarten (Half Day)	8:00 AM–1:00 PM

## Enrollment Fees

\$200	for 1 <sup>st</sup> child in family
\$150	for 2 <sup>nd</sup> child in family
\$100	for 3 <sup>rd</sup> child in family

The enrollment fee is due at the time of enrollment for every student each school year. This fee is separate from tuition and is non-refundable.

## Preschool Tuition

Preschool is a school-year program. Annual tuition is **\$5600 for Preschool**. Annual tuition is **\$6600 for half-day TK and Kindergarten**.

For your convenience, annual tuition totals are referenced in terms of **10 monthly payments (August – May)** as listed below. There are no tuition discounts for siblings.

**2s Class** — Must be age 2 by August 31, 2022  
**5 day/wk (M–F)      \$560/month**

**3s Class** — Must be age 3 by August 31, 2022  
and fully toilet trained by August 1, 2022  
**5 day/wk (M–F)      \$560/month**

**4s Class** — Must be age 4 by August 31, 2022  
**5 day/wk (M–F)      \$560/month**

**5s Class** — Must be age 5 by August 31, 2022  
**Transitional K (Half Day) (M–F)      \$660/month**  
**Kindergarten (Half Day) (M–F)      \$660/month**

## Preschool Monthly Tuition Payments

Monthly tuition payments must be made using our secure online payment system, HeadMaster Online, at [calvarycdc.com/onlinepay](https://calvarycdc.com/onlinepay). Please set up automatic recurring monthly payments. Questions? Please contact our Business Office at 704.887.3677.

## Preschool Due Dates & Late Fees

Preschool tuition payments are **DUE on the 1<sup>st</sup> day of each month.**

A **\$50 late fee** will be applied to any account 15 days past due. Accounts with an outstanding balance **30 days past due are considered delinquent.** Please contact the Business Office with questions about your account.

## Preschool Lunch

A hot, healthy lunch is available each day at the Center. Monthly menus are posted at [calvarycdc.com/menu](https://calvarycdc.com/menu). Lunch includes milk. **Lunch cost is \$4 per day.**

Children may bring lunch from home in a lunch box; glass bottles or containers are NOT allowed. Milk may be purchased to go with lunches brought from home. **Milk cost is 30¢.**

**Parents must purchase lunch and milk credits online** through the **HeadMaster Lunch** program within the CCDC payment portal at [calvarycdc.com/onlinepay](https://calvarycdc.com/onlinepay). Lunch and milk payments will NOT be handled in person via cash. See details at [calvarycdc.com/lunch](https://calvarycdc.com/lunch).

## Preschool Late Pick-up Fee

Preschool ends each day at 1:00 PM. A **\$50 LATE FEE** will be charged each time a child is picked up **between 1:10–1:30 PM**

Late fees will be added to your monthly tuition and are **DUE with your next regularly scheduled payment.**

# DAYCARE PROGRAM

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## Daycare Hours

Daycare 8:00 AM–5:00 PM

## Enrollment Fees

\$200 for 1<sup>st</sup> child in family

\$150 for 2<sup>nd</sup> child in family

\$100 for 3<sup>rd</sup> child in family

The enrollment fee is due at the time of enrollment for every student each school year. This fee is separate from tuition and is non-refundable.

## Daycare Tuition

Daycare is a full-year program. Annual tuition is **\$17,940**.

For your convenience, annual tuition totals are referenced in terms of **52 weekly payments (August through August)** as listed below. There are no tuition discounts for siblings.

**Toddlers** — Must be 18 months of age by August 31, 2022

**5 day/wk (M–F) \$345/per week**

**2s Class** — Must be age 2 by August 31, 2022

**5 day/wk (M–F) \$345/per week**

**3s Class** — Must be age 3 by August 31, 2022 and fully toilet trained by August 1, 2022

**5 day/wk (M–F) \$345/per week**

**4s Class** — Must be age 4 by August 31, 2022

**5 day/wk (M–F) \$345/per week**

**Transitional Kindergarten (Full Day)**

**5 day/wk (M–F) \$345/per week**

**Kindergarten (Full Day)**

**5 day/wk (M–F) \$345/per week**

## **Daycare Weekly Tuition Payments**

Weekly tuition payments must be made using our secure online payment system, HeadMaster Online, at [calvarycdc.com/onlinepay](https://calvarycdc.com/onlinepay). Please set up automatic recurring weekly payments. Questions? Contact our Business Office at 704.887.3677.

## **Daycare Tuition Due Dates & Late Fees**

Daycare tuition payments are **DUE by Friday each week**.

The full month's tuition (4-weeks or 5-weeks) is due by the last Friday of each month. A **\$50 late fee** will be applied to any account 15 days past due. Accounts with an outstanding balance **30 days past due are considered delinquent**. Please contact the Business Office with questions about your account.

## **Daycare Lunch & Snacks**

A hot, healthy lunch and two snacks per day are included in the Daycare program. Monthly menus are posted at [calvarycdc.com/menu](https://calvarycdc.com/menu).

## **Daycare Late Pick-up Fee**

Daycare ends each day at 5:00 PM. A **\$50 LATE FEE** will be charged each time a child is picked up **between 5:10–5:30 PM**

Late fees will be added to your weekly tuition and are **DUE with your next regularly scheduled payment**.

# CENTER POLICIES

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## **NOTICE of Student Nondiscriminatory Policy**

Calvary Child Development Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

## **REQUIRED Medical Report/Immunization & Action Plans**

The state requires that we have current medical forms on file for each child enrolled in CCDC. The **Children's Medical Report/Immunization form must be submitted by August 1, 2022**. If your child needs a **Medical Action Plan** and/or medication, those forms and medicines must be submitted by August 1, 2022. Children without required forms will be excluded from the Center.

## **DIRECTOR DISCRETION Regarding Continued Enrollment**

After your child has been in attendance in our program for one month, he/she will be assessed by our Director and Staff to determine if Calvary Child Development Center is the best fit for your child and his/her individual needs. At the conclusion of this assessment, the Director shall have the right to determine whether continued enrollment at the CCDC is appropriate for your child. In the event the Director determines that Calvary is not the appropriate program for your child, she will recommend other options or placements for your child and the Contract of Enrollment will be terminated. The decision to terminate enrollment shall be at the sole discretion of the Director and will be communicated to you.

The Director also reserves the right to deny admittance or to revoke or suspend enrollment of a child, at her discretion, for reasons including, but not limited to, the following:

- Non-payment of tuition and fees
- Inability to provide the school with full required medical records and any other required documentation for Medical Actions Plans and Medication Forms
- Lack of immunizations
- Child's repeated disruptive behavior
- Child's violent behavior, including biting, hitting, and scratching
- Lack of cooperation with Center staff by student or parents
- Developmental or health needs of the child which, in the discretion of the Director, cannot be met at Calvary Child Development Center within its existing structure or procedures
- Temporary health needs, conditions, or periods of recuperation which the Director determines would require a leave of absence until resolved